

AGN. NO. _____

MOTION BY SUPERVISOR DON KNABE

May 14, 2013

On June 11, 2012, the City of Artesia (City) approved a Cooperation Agreement with the County of Los Angeles to join the Los Angeles Urban County Community Development Block Grant (CDBG) Program and receive CDBG funds beginning on July 1, 2013. Subsequently, the Community Development Commission (Commission) met with the City to discuss implementation of the CDBG Program and agreed upon a Memorandum of Understanding (MOU) whereby the Commission, through its CDBG Division, would administer the City of Artesia's CDBG Program. These services are in addition to what is standard administrative support provided to the City and includes tasks which would typically be administered by the City.

The MOU between the Commission and the City will allow the CDBG Division to provide administrative services such as consulting with City to provide project recommendations; drafting information for public noticing and other citizen participation activities; conducting procurements; assisting with developing contracts with vendors, contractors, and other service providers;

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assisting the City and service providers with compiling information for project quarterly performance reports; and compiling reimbursable expenditure information in order to process payment requests.

In return for these services, the City has agreed to compensate the Commission with non-CDBG funds in an approximate amount of \$11,100 for Fiscal Year 2013-2014.

The actual amount will be determined once final CDBG allocations are released. This is not part of the authorized administrative authority utilized by the CDBG Division to provide standard administrative support to the City as a participant in this program. The MOU is for one year with the option of two additional one-year extensions.

I, THEREFORE, MOVE THAT THE BOARD OF SUPERVISORS, ACTING AS THE COMMISSIONERS OF THE COMMUNITY DEVELOPMENT COMMISSION:

1. Approve and authorize the Executive Director or his designee of the Community Development Commission to execute on behalf of the County of Los Angeles the Memorandum of Understanding between the Commission and the City of Artesia, to be effective through June 30, 2014, following approval as to form by County Counsel and execution by all parties; and
2. Authorize the Executive Director or his designee to execute the two optional one-year extensions years at the sole discretion of the City and by mutual agreement of both parties.

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